

### INFORMATION REPORTING

Treasury Internet Banking’s robust Information Reporting features provide timely account information, enabling you to analyze and adjust account levels, concentrate surplus cash, and capitalize on investment opportunities. This guide reviews the Account Activity feature, the customizable Prior Day and Current Day features, and the reporting options. These features help you effectively manage your cashflow by providing information essential for making daily business decisions.

Checking ▲	Opening Available ▲	Interim Available ▲	Actions
ABC - Disbursements	\$ 0.00 As Of 06/24/2022 10:30	\$ 0.00 As Of 06/24/2022 10:30	▼
ABC - Operating	\$ 273,953.27 As Of 06/24/2022 10:30	\$ 273,953.27 As Of 06/24/2022 10:30	▼
ABC - Payroll	\$ 252,513.58 As Of 06/24/2022 10:30	\$ 252,513.58 As Of 06/24/2022 10:30	▼

### ACCOUNT BALANCES WIDGET

#### STEP 1: SETTING UP ACCOUNT BALANCES WIDGET

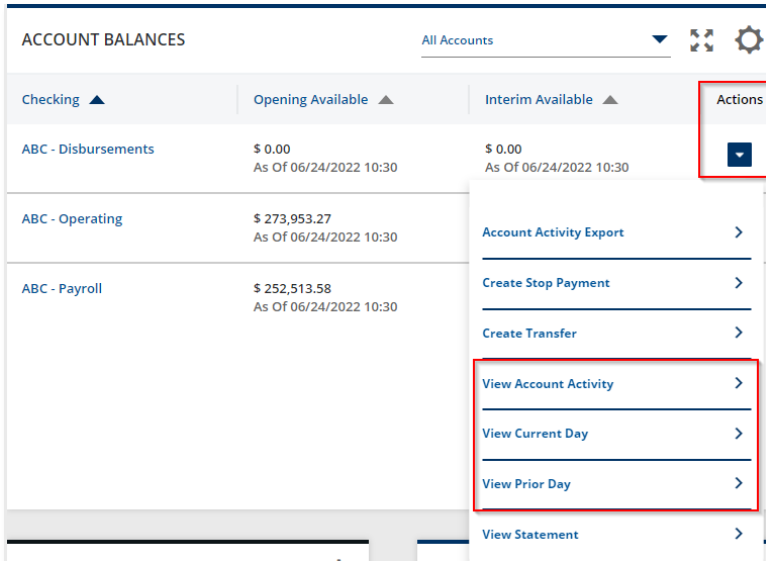
The Treasury Internet Banking Dashboard provides multiple ways to quickly access your account information.

The *Account Balances* widget provides a high-level overview.

You can use the widget’s scroll bar to scan your accounts or view all accounts on a single screen.

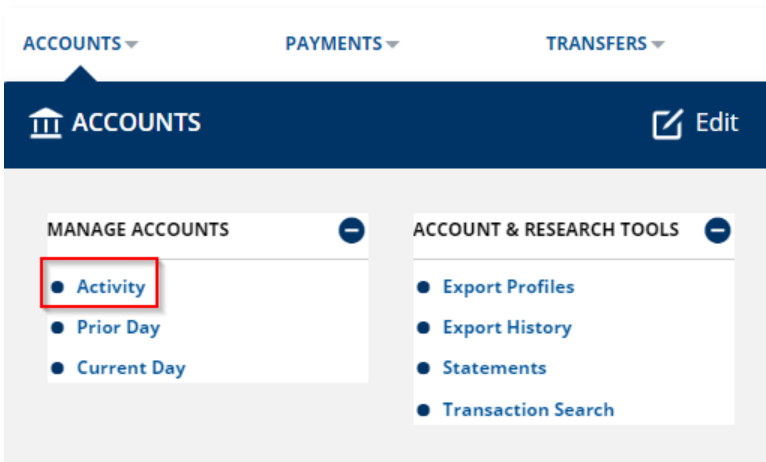
1. Click the *Expand* icon to display all accounts on a convenient single screen.
2. Click the *Cancel* button on the single screen overlay to return to the Dashboard.

Checking ▲	Opening Available ▲	Interim Available ▲
ABC - Disbursements	\$ 0.00 As Of 06/24/2022 10:30	\$ 0.00 As Of 06/24/2022 10:30
ABC - Operating	\$ 273,953.27 As Of 06/24/2022 10:30	\$ 273,953.27 As Of 06/24/2022 10:30
ABC - Payroll	\$ 252,513.58 As Of 06/24/2022 10:30	\$ 252,513.58 As Of 06/24/2022 10:30



Secondly, you can use the *Action Quick-Links* to quickly navigate to other screens to access account details.

The options available in the *Actions* menu vary, depending on account entitlements.

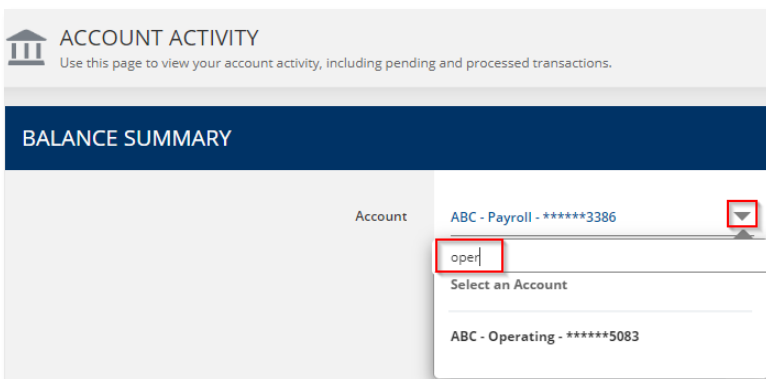


### ACCOUNT ACTIVITY

The *Account Activity* feature provides a snapshot of an account's current day and prior day balance and transactions in one convenient screen.

#### STEP 1: NAVIGATION

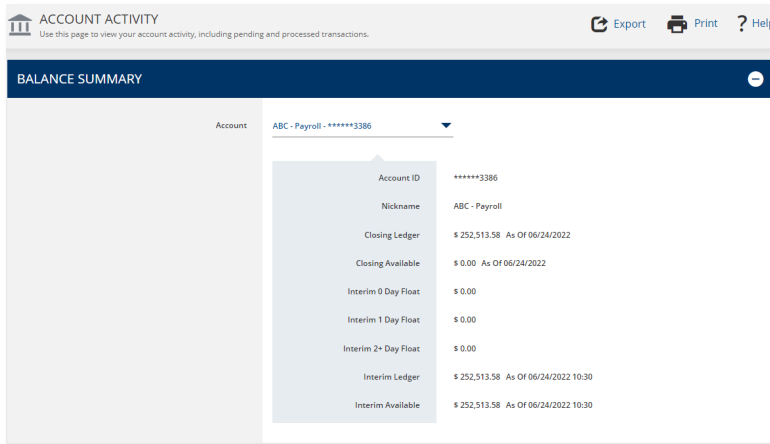
1. Select *Activity* from the **Accounts** menu, or click on the *View Account Activity* Action link in the **Account Balances** widget.



2. Use the *Account* dropdown list to select different accounts as needed.

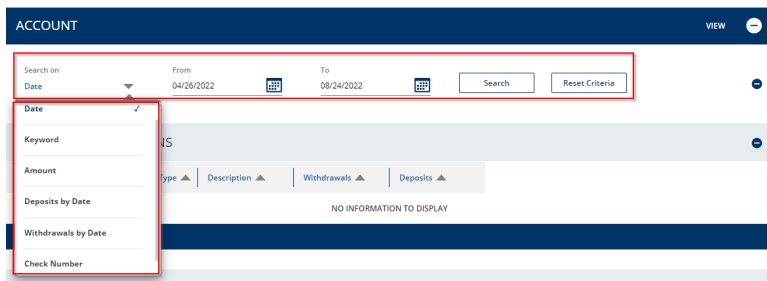
The convenient '*Smart Search*' feature allows you to search the list by account name or number.

You can also simply use the scroll bar to locate the desired account.



### STEP 2: BALANCE SUMMARY

The *Balance Summary* section displays Closing Ledger and Closing Available prior day balances, current day Interim Ledger and Interim Available balances, and a summary of float assigned to current day deposits.



### STEP 3: SEARCHING ACCOUNT DETAILS

The *Account* section provides a list of debit and credit transactions. The default search displays transactions ranging from 60 days in the past to those scheduled up to 30 days in the future.

You can use the versatile *Search* feature to further filter and refine the results to pinpoint specific transactions based on:

- *Keyword* – a partial or whole word
- *Amount* – an amount range based on debit or credit transactions
- *Deposits by Date* – credit transactions based on a defined date range
- *Withdrawals by Date* – debit transactions based on a defined date range
- *Check Number* – a single check number or a range of check numbers



The Account Activity search results can be easily *exported* or *printed* by selecting the icons at the top of the screen.

PENDING TRANSACTIONS					
Date ▼	Transaction Type ▲	Description ▲	Withdrawals ▲	Deposits ▲	Balance
06/24/2022	ACH Debit Received 3718202	ADP PAYROLL FEES	\$ 77.63		\$ 252,435.95

### STEP 4: PENDING TRANSACTIONS

*Pending Transactions* are payments/transfers which are yet to be fully processed by the bank.

POSTED TRANSACTIONS					
Date ▼	Transaction Type ▲	Description ▲	Withdrawals ▲	Deposits ▲	Balance
06/23/2022	Check Paid 2344		\$ 100.00		\$ 252,513.58
06/23/2022	Check Paid 2346		\$ 55.21		\$ 252,613.58
06/23/2022	Outgoing Money Transfer		\$ 787.50		\$ 252,668.79

### STEP 5: POSTED TRANSACTIONS

*Posted Transactions* are the fully processed transactions for previous business day and earlier.

VIEW TRANSACTION	
Transaction Date	06/23/2022
Account	ABC - Payroll - *****3386
Transaction Type	Check Paid
Credit/Debit	Debit
Amount	\$ 100.00
Bank Reference	8282067446
Customer Reference	2344
Description	
<input type="button" value="Cancel"/> <input type="button" value="View Image"/>	

Click the *Transaction Type* hyperlink to view additional details about individual pending or posted transactions.

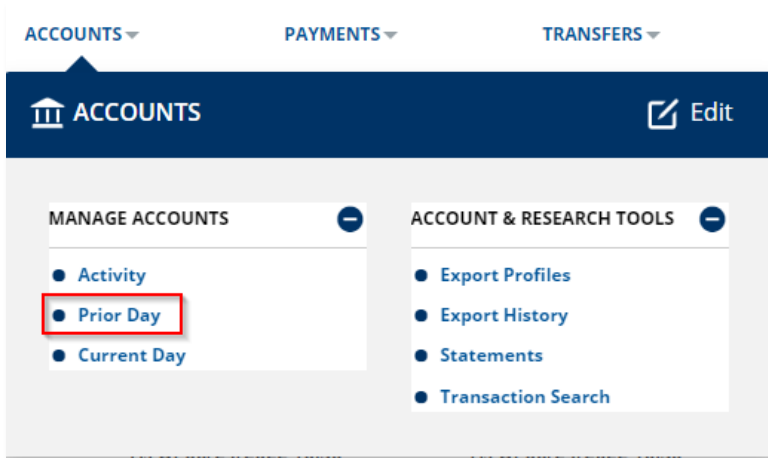
Some posted items may include a *camera icon*, or include the *View Image* button on the transaction details overlay, to view the front and back of the item.

Whether viewing transaction details or images, click the *Cancel* button to close the overlay and return to the transaction list.

SCHEDULED TRANSACTIONS					
Date ▼	Transaction Type ▲	Description ▲	Withdrawals ▲	Deposits ▲	
06/30/2022	Single	Transfer to (ABC - Disbursements)		\$ 1,500.00	

### STEP 6: SCHEDULED TRANSACTIONS

*Scheduled Transactions* are future-dated transactions which have been approved and are scheduled to be released to the bank.



### PRIOR DAY

The *Prior Day* screen displays balances for all of your accounts on a single screen.

#### STEP 1: NAVIGATION

1. Navigate to **Accounts** on the main menu.
2. Select *Prior Day* from the Accounts menu, or click the *View Prior Day* Action link in the Account Balances widget.

The screenshot shows the 'PRIOR DAY BALANCES' screen with a 'BALANCES & TRANSACTIONS' section. It includes a search bar and a table of account balances. The table has columns for Account ID, Ledger Date, Closing Ledger, Closing Available, Total Debits, Total Credits, 1 Day Float, 2 or more days float, and Opening Available. A red box highlights the 'Totals' row at the bottom of the table.

Account ID Nickname	Ledger Date	Closing Ledger	Closing Available	Total Debits	Total Credits	1 Day Float	2 or more days float	Opening Available
*****5083 ABC - Operating	06/23/2022	\$ 273,953.27	\$ 271,094.27	\$ 2,736.44	\$ 0.00	\$ 2,859.00	\$ 0.00	\$ 273,953.27
*****5091 ABC - Disbursements	06/23/2022	\$ 0.00	\$ 0.00	\$ 170.64	\$ 170.64	\$ 0.00	\$ 0.00	\$ 0.00
*****3386 ABC - Payroll	06/23/2022	\$ 252,513.58	\$ 252,513.58	\$ 1,255.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 252,513.58
<b>Totals</b>	USD	\$ 526,466.85	\$ 523,607.85	\$ 4,162.69	\$ 170.64	\$ 2,859.00	\$ 0.00	\$ 526,466.85

The *Balances & Transaction* section allows you to review balances grouped by account type.

Summary totals are displayed at the bottom of each group of account types.

The screenshot shows the 'BALANCES & TRANSACTIONS' section with a search bar and a table of account balances. A red box highlights the search bar and the 'Totals' row. The table has columns for Account ID, Ledger Date, Closing Ledger, Closing Available, Total Debits, Total Credits, 1 Day Float, 2 or more days float, and Opening Available. The 'Operating' account is expanded to show multiple rows of transactions.

Account ID Nickname	Ledger Date	Closing Ledger	Closing Available	Total Debits	Total Credits	1 Day Float	2 or more days float	Opening Available
*****5083 ABC - Operating	06/23/2022	\$ 273,953.27	\$ 271,094.27	\$ 2,736.44	\$ 0.00	\$ 2,859.00	\$ 0.00	\$ 273,953.27
	06/22/2022	\$ 276,680.71	\$ 269,265.71	\$ 372.56	\$ 0.00	\$ 4,565.00	\$ 2,859.00	\$ 273,830.71
	06/21/2022	\$ 277,062.27	\$ 269,222.27	\$ 459.55	\$ 7,843.01	\$ 416.00	\$ 7,424.00	\$ 269,638.27
	06/16/2022	\$ 276,856.47	\$ 276,856.47	\$ 924.45	\$ 0.00	\$ 0.00	\$ 0.00	\$ 276,856.47
	06/15/2022	\$ 277,780.92	\$ 276,143.92	\$ 239.33	\$ 0.00	\$ 1,637.00	\$ 0.00	\$ 277,780.92

Click the *+ plus icon* to expand the display to see the last five business days.

You can also use the *Search* feature to display other historical dates.

# TREASURY INTERNET BANKING

## QUICK REFERENCE GUIDE

**BALANCES & TRANSACTIONS**

From: mm/dd/yyyy To: mm/dd/yyyy Search Reset Criteria

**DEPOSIT**

Account ID Nickname	Ledger Date	Closing Ledger	Closing Available	Total Debits	Total Credits	1 Day Float	2 or more days float	Opening Available
<input checked="" type="checkbox"/> Closing Ledger		\$ 273,953.27	\$ 271,094.27	\$ 2,736.44	\$ 0.00	\$ 2,859.00	\$ 0.00	\$ 273,953.27
<input checked="" type="checkbox"/> Closing Available								
<input checked="" type="checkbox"/> Total Debits		\$ 0.00	\$ 0.00	\$ 170.64	\$ 170.64	\$ 0.00	\$ 0.00	\$ 0.00
<input checked="" type="checkbox"/> Total Credits								
<input checked="" type="checkbox"/> 1 Day Float		\$ 252,513.58	\$ 252,513.58	\$ 1,255.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 252,513.58
<input checked="" type="checkbox"/> 2 or more days float								
<input checked="" type="checkbox"/> Opening Available		\$ 526,466.85	\$ 523,607.85	\$ 4,162.69	\$ 170.64	\$ 2,859.00	\$ 0.00	\$ 526,466.85

Show / Hide Columns Show 10

You may customize the balance and transactions tables by selecting the *Show/Hide Columns* button.

To rearrange the columns, select the specific *move icon* on a row to change the location on the screen. You can also remove columns from the table by deselecting the check mark.

You can change these settings at any time. The customized table is saved and displayed the next time you access it.

The *Show/Hide Columns* feature operates the same wherever it is available.

Click the *Ledger Date* hyperlink to view detailed transactions for a specific account.

Account ID Nickname	Ledger Date	Closing Ledger	Closing Available	Total Debits	Total Credits	1 Day Float	2 or more days float	Opening Available
*****5083 ABC - Operating	06/23/2022	\$ 273,953.27	\$ 271,094.27	\$ 2,736.44	\$ 0.00	\$ 2,859.00	\$ 0.00	\$ 273,953.27

Click the *camera icon* to view an image.

Select the *Transaction Type* hyperlink to display additional details in a separate overlay.

**PRIOR DAY TRANSACTIONS**  
Use this page to review transactions. Export Print Help

\*\*\*\*\*5083 - ABC - OPERATING

Value Date	BAI	SWIFT	Transaction Type	Amount	DR/CR	Bank Reference	Customer Reference
06/23/2022	475	D-CHK	Check Paid	\$ 11.91	DR	8282067476	18014
06/23/2022	475	D-CHK	Check Paid	\$ 312.89	DR	8282019170	18019
06/23/2022	475	D-CHK	Check Paid	\$ 2,233.50	DR	8282050669	18017
06/23/2022	698	D-CHG	Misc. Fees	\$ 7.50	DR	0000000000	
06/23/2022	495	D-TRF	Outgoing Money Transfer	\$ 170.64	DR	4000175091	

Show / Hide Columns Show 10

If you wish to print the transaction information on the screen, use the *Print* icon in the top right hand corner.

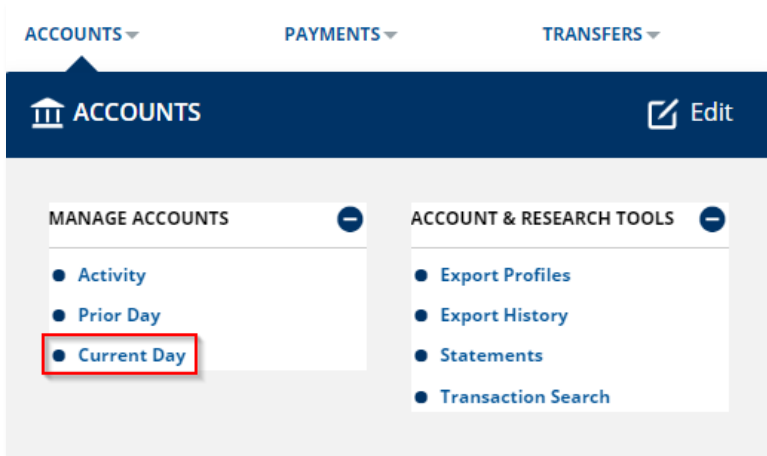
Click the *X* in the top right-hand corner to close the overlay.

Click *Cancel* to return to the account transaction list.

**TRANSACTION DETAIL**

Transaction Date	06/23/2022
Account	*****5083
BAI Code	495
SWIFT Code	D-TRF
Transaction Description	Outgoing Money Transfer
Credit/Debit	DR
Amount	\$ 170.64
Bank Reference	4000175091
Reference Text	

Cancel



### CURRENT DAY

The *Current Day* screen allows you to review balances grouped by account type.

1. Navigate to **Accounts** on the main menu.
2. Select *Current Day* from the Accounts menu, or click on the *View Current Day* Action link in the Account Balances widget.

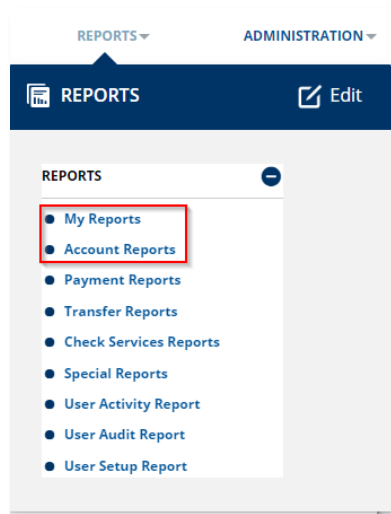
The screenshot shows the 'CURRENT DAY BALANCES' screen with a table of account balances and transactions. The table includes columns for Account ID, Update Date/Time, Opening Ledger, Opening Available, Interim 0 Day Float, Interim 1 Day Float, Interim 2+ Day Float, Interim Ledger, and Interim Available.

Account ID Nickname	Update Date/Time	Opening Ledger	Opening Available	Interim 0 Day Float	Interim 1 Day Float	Interim 2+ Day Float	Interim Ledger	Interim Available
*****5083 ABC - Operating	06/24/2022 10:30	\$ 273,953.27	\$ 273,953.27				\$ 273,953.27	\$ 273,953.27
*****5091 ABC - Disbursements	06/24/2022 10:30	\$ 0.00	\$ 0.00				\$ 0.00	\$ 0.00
*****3886 ABC - Payroll	06/24/2022 10:30	\$ 252,513.58	\$ 252,513.58	\$ 0.00	\$ 0.00	\$ 0.00	\$ 252,513.58	\$ 252,513.58
Totals	USD	\$ 526,466.85	\$ 526,466.85	\$ 0.00	\$ 0.00	\$ 0.00	\$ 526,466.85	\$ 526,466.85

The *Current Day* screen displays the Opening Ledger and Opening Available balances, the float information for current day deposits, and the Interim Ledger and Interim Available balances.

As with other screens, you can use the *Show/Hide Columns* option to customize the display.

3. Click the *Date* hyperlink to view detail transactions for a specific account. If the date is not a hyperlink, no current day transactions are available to display.



### REPORTS

A variety of standard reports exist for prior day and current day information reporting.

1. Navigate to **Reports** on the main menu.
2. Select *Account Reports* from the Reports menu.

You may add your favorite standard and customized reports to the *My Reports* screen for quick and easy access.